



City of Sedona

Police Records Reproduction Request Form

Date of Request: _____

I hereby request (check appropriate box)

- ☐ The right to inspect at city offices
☐ Paper copies (see fee schedule below)
☐ Electronic Copies (see fee schedule below for CD containing electronic copies)

Of the following public records (be specific):

☐ **THESE DOCUMENTS WILL BE USED FOR COMMERCIAL PURPOSES (see reverse)**

I certify that the following statement setting forth the commercial purpose for which the above requested public records will be used is true, correct and complete.

The cost for copies is as follow:

- \$.25 cents per page 8.5 x 11
- \$15.00 per CD
- \$10.00 per hour printing, compiling/collating charge. (There is no charge for retrieving and locating documents.)
- Maps: Refer to G.I.S. Department price listings
- Non-standard size or voluminous documents: The cost incurred for outside copy services.
- Crime or Data Analysis Reports: \$15.00 per hour rate in addition to printing fee \$0.25 per page.

Note: If it appears from your request that the cost of reproducing documents or electronic copies will be more than \$25.00, the City will submit an estimate of such costs and will require payment prior to producing the requested document. Upon fulfilling your request, the City will calculate the actual cost of the requested documents and will either reimburse you for overages paid or will require full payment of the balance before releasing the requested documents. Please allow two (2) business days to process your request.

Name of Requestor: _____ (Please Print)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Signature: _____

Notice: Please be advised, that this document requesting records from the City of Sedona is itself a public record, and is subject to disclosure. By completing this document and including personal information such as your name, address etc., the City of Sedona assumes that you are consenting to any future disclosure of this document and any identifying information contained therein.

For Department Use Only

| | |
|--------------------------------------------------------------|-----------------------------------------|
| Description of documents provided: | Request Routed to (Approval Signature): |
| Request Granted (circle one): Yes No | Reason Denied (If Applicable): |
| Total Charge: \$ | Processed by: |

Requesting Public Documents for a Commercial Purpose

Pursuant to A.R.S. § 39-121.03, when a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproductions.
3. The value of the reproduction on the commercial market as best determined by the public body.

A commercial purpose includes but is not limited to using the requested information for any of the following:

1. Sale or resale or for the purpose of producing a document containing all or part of the copy printout or photograph for sale.
2. Obtaining names and addresses for such public records for the purpose of solicitation, **or**
3. Monetary gain from direct or indirect use of public record.

A commercial purpose does not include use of the public record as evidence or research, or for publication of all or part of the public record in a newspaper for its news value.

A person who obtains a public record for a commercial purpose without indication the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose shall in addition to other penalties be liable to the City of Sedona for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the City of Sedona for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records. A.R.S § 39-121.03(C)